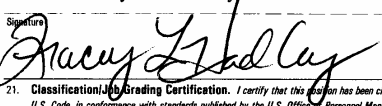
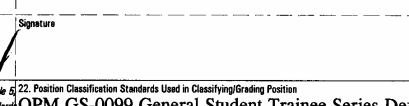
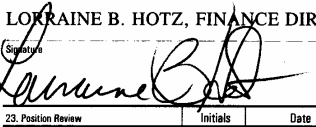


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. 13207	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code IIAC			
		14. Agency Use							
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Student Trainee (Budget Analyst)		GS	0599	11			
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (If different from official title)				17. Name of Employee (If vacant, specify)					
18. Department, Agency, or Establishment Department of the Army				c. Third Subdivision Finance Directorate					
a. First Subdivision ASA (ALT)				d. Fourth Subdivision Finance - Matrix Division					
b. Second Subdivision PEO STRI				e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor TRACEY L. WADLEY Financial Analysis and Policy Officer				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 				Signature 					
Date 30 Sept 04				Date 1 Oct 04					
21. Classification/Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM GS-0099 General Student Trainee Series Definition. JFS Prof and Admin Work Accounting and Budget Group. dtd Dec 2000.					
Typed Name and Title of Official Taking Action LORRAINE B. HOTZ, FINANCE DIRECTOR				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature 				Date 1 Oct 04					
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks Position is at the full performance level. Student Trainee (SCEP) position. BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

Previous Edition Usable

DF 8 (Rev. 1-95)
U.S. Office of Personnel Management
FPM Chapter 295 - USAPPC V1.00

Student Trainee (Budget Analyst), GS-0599-11

MAJOR DUTIES

1. Serves as a graduate level Student Career Experience Program (SCEP) trainee performing a variety of assignments within the Budget Analysis field involving different and unrelated situations, processes and methods. Completes on-the-job- training, and/or self development as set forth in the incumbents Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of complex difficulty and responsibility progressing to the more difficult which require and enhance knowledge and experience in the principles, concepts, practices, and techniques utilized in career program area. Participates in analysis of current and projected acquisition programs to evaluate actual or potential effectiveness in achieving objectives and in performing budgeting duties of programs assigned. Performs budget analysis of portions of program/system/project implementation and execution in order to program funding and manpower resources. Analyzes assigned budget aspects of new or established programs including program objectives, policies, and progress, resource estimates and utilization, program interfaces and other related matters. Identifies new program resource needs upon consideration of such factors as the impact of trends and the effect of actual or probable legislative action and participates in developing and recommending program objectives, requirements, and the allocation of resources required. Participates in development of changes in budget objectives, and adjustments in resources utilization to correct deficiency situations and provide balanced resources in established programs.

Performs other duties as assigned.

100 %

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-7 -1250 POINTS

Knowledge of the practices, methods and techniques of Budget Analysis to independently, or as a team member, perform assignments that provide training and experience while contributing to the substantive work of the organization. Comprehensive knowledge of Budget analytical and evaluative methods as applied to the planning and execution of all PEO STRI programs. Ability to modify standard practices and procedures to solve a variety of problems' related to the life cycle phases of programs. Ability to request, analyze and gather financial information and prepare a consolidated solutions for the PEO.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions, which affect policy and funds.

FACTOR 3. GUIDELINES - FL 3-3 - 275 POINTS

Guidelines such as handbooks, regulations, manuals, and precedents are available, but do not always apply to the specific details of the work. Employee must use judgment in interpreting and applying available guidelines to specific cases. Employee is required to analyze the subject and make recommendations for change when required.

FACTOR 4. COMPLEXITY - FL 4-4 - 225 POINTS

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

FACTOR 5. SCOPE AND EFFECT - FL 5-3 - 150 POINTS

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operation and management

of systems or programs studied.

FACTOR 6/7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS - FL 28 - 75 POINTS

Contacts are with employees and managers within and outside the Command. Occasional contact with private contractors.

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studied and/or analyzed and to recommend solutions to problems in areas studied.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS

Work is primarily sedentary. No significant physical agility or exertion required.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS

Work is usually performed in an office setting with adequate heating, lighting, and ventilation. No significant risk, discomfort or safety factors.

TOTAL POINTS:- 2470 Point
Range 2355-2750 .'

FLSA: FLSA Exempt IAW 5 USC & CFR 551.203 (b).